

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Fiscal Management</u> STATEMENT NUMBER <u>3.04</u>
SUBJECT: <b>VENDING MACHINES</b>	EFFECTIVE DATE <u>01/15/04</u> REVIEW DATE <u>01/15/05</u> SUPERCEDES PPD# <u>3.04</u> DATED <u>01/15/03</u>
ISSUING OFFICER:          <u>Les Dolecal, Acting Commissioner</u>	DIRECTOR'S INITIALS _____  APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- I. **PURPOSE:**  
To establish guidelines for the efficient and cost effective operation of vending machines located on Department of Corrections (DOC) owned or operated sites.
- II. **APPLICABILITY:**  
All vending machine operations on sites owned or operated by the DOC.
- III. **POLICY:**  
It is the policy of the DOC that canned drinks and snack items suitable for vending sales will be operated under contract with the Bureau of Blind Services. Profits from sales from machines available to DOC Personnel will be used for the benefit of the Employee Fund.
- IV. **PROCEDURES:**
- A. **Contract Monitoring:**
1. The Security Operations Officer at each facility will function as the vending operation contract monitor with regards to quality of products, sufficient items available at all times, and profits.
  2. The Recreation Director and the Security Operations Officer at each facility will analyze the overall vending operations. A quarterly report will be sent to the Director of Administration to insure efficiency.
- B. **Expenditure of Funds:**  
The designated prison bureau administrators shall determine how the employee vending machine profits are spent in consonance with the guidelines governing the operation of the Employee Fund.

REFERENCES:

Standards for the Administration of Correctional Agencies  
Second Edition. Standards

Standards for Adult Correctional Institutions  
Fourth Edition Standards

Standards for Adult Community Residential Services  
Fourth Edition. Standards

Standards for Adult Probation and Parole Field Services  
Third Edition. Standards

Other

**RSA 186-B:11**

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